

Zoning District: _____



FEE: \$60.00

Date: _____

6400 El Verde Road, Leon Valley, TX 78238

C of O # _____

Phone: (210) 684-1391 X226 Fax: (210) 509-8288 website: www.leonvalleytexas.gov

CERTIFICATE OF OCCUPANCY (C of O) APPLICATION

<u>I. Tenant/Applicant Information</u> Name(Applicant): _____ Business Name/DBA: _____ Property Address: _____ Business Phone: _____ Cell Phone: _____ Email: _____	<u>II. Property Owner Information</u> Name: _____ Address: _____ Street _____ City _____ State _____ Zip _____ Phone No.: _____ Fax No.: _____ Email: _____
<u>III. Business/Tenant Information & Questionnaire</u> <ul style="list-style-type: none">Describe the proposed use/business in detail (VERIFY that it is allowed in the existing zoning district): _____ If the use is storage or warehouse use, what is being stored? _____What is the existing color of the building? _____ Do you intend to paint the bldg? _____ What color(s)? _____ NOTE: Bright, fluorescent, or flashy colors are prohibitedWhat is the total square footage of the building/space you are occupying: _____Is ELECTRICITY or GAS needed? <input type="checkbox"/> YES <input type="checkbox"/> NO Date Needed: _____Will you be installing or displaying any signs? <input type="checkbox"/> YES <input type="checkbox"/> NO -if YES a Sign Permit application is required.Is this an ADULT entertainment establishment? <input type="checkbox"/> YES <input type="checkbox"/> NOWill you be storing HAZARDOUS MATERIALS (explosives, ammunition, flammables, chemicals) on site? <input type="checkbox"/> YES <input type="checkbox"/> NO -if yes, describe stored items and quantities: _____Can the City post your Business in the City Business Directory and on the Website? <input type="checkbox"/> YES <input type="checkbox"/> NOWhat is your website address? _____	
<u>NOTE TO APPLICANT:</u> BE SURE TO SCHEDULE AN APPOINTMENT WITH THE BUILDING OFFICIAL FOR YOUR CERTIFICATE OF OCCUPANCY (C of O) INSPECTION. <ol style="list-style-type: none">A Building Inspection <u>must</u> be satisfactorily completed PRIOR TO TEMPORARY OCCUPANCY;Following preliminary inspection by the Building Official, a "Temporary" Certificate of Occupancy may be issued for a specified period of time. Note that this is not a "Permanent" Certificate and can be revoked after the "Temporary" Certificate has lapsed. The period specified in the "Temporary" Certificate should be utilized to correct any deficiencies noted by the Building Official and/or the Community Development Office. The tenant may occupy the space/building with the conditions set forth by the Building Official;Prior to issuance of "Permanent" Certificate of Occupancy the Fire Inspector and/or other City Official as required, shall conduct an inspection on the premises;Tenants/owners are required to comply with all applicable Codes. A "Permanent" Certificate of Occupancy <u>will not be issued until ALL requirements have been met.</u>If you have any questions regarding Codes, contact the Building Official at (210) 684-1391, extension 226, the Fire Inspector at (210) 684-3219, or the Police Department at (210) 684-3215. <p style="text-align: center;">***I have READ and UNDERSTAND the above information.***</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>_____ Signature</div><div>_____ Printed Name</div><div>_____ Date</div></div>	
<div style="border: 1px solid black; padding: 5px;"><p>*****FOR OFFICE USE ONLY*****</p><p>OCCUPANCY CLASS: _____ ADDITIONAL PERMIT REQUIRED: YES NO Type: _____</p><p>MAXIMUM OCCUPANCY LOAD: _____ HAZARDOUS MATERIAL REVIEW REQUIRED: YES NO</p><p>LEGAL DESC: Lot: _____ Blk: _____ CB: _____ SUBDIVISION: _____</p><p>COMMENTS: _____</p><p>REVIEWED & APPROVED BY: _____ DATE: _____</p><p style="text-align: right;">Revised 3/13/14 kmf</p></div>	